



HEALTH & SAFETY

POLICY STATEMENT & ARRANGEMENTS

FOR SUNFISH SERVICES LIMITED



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This document contains, in accordance with section 2(3) of the Health and Safety at Work etc. Act 1974, the policy statement of SUNFISH SERVICES LIMITED.

GENERAL STATEMENT

Sunfish Services Limited is committed to compliance with all relevant health and safety legislation, and to achieving safe standards of design, installation, and maintenance of fire safety equipment.

It will, so far as is reasonably practicable, provide and maintain safe and healthy working conditions for employees and others affected by the company's undertakings. We will work with our clients to reduce risks when working at their premises.

The health and safety of each of these identified persons, whether permanent or temporary, will be actively considered in the carrying out of our work and in all other daily decisions and routines. Health and safety will not be jeopardised for any objective at any time. It is the responsibility of each employee to work safely within the established procedures and within their individual judgement. It is management's responsibility, at each level, to ensure that processes are in place to achieve continuous improvement in health and safety, and that the measures adopted are effective.

The Managing Director has approved this statement and will keep the overall Health and Safety Policy and Arrangements under review.

The management will implement this Health and Safety Policy by:

- Maintaining a health and safety management system
- Ensuring the requirements are understood by employees
- Auditing activities on a periodic basis, and establishing corrective action as appropriate.
- Investigating accidents and incidents

Management expects employees to:

- Follow all health and safety procedures and requirements applicable to their work,
- Personally review the safety aspects of every job before starting the activity,
- Train others in health and safety procedures and aspects of the work as assigned,
- Establish and maintain effective health and safety management and leadership as assigned.



John Battersby (Managing Director)

ORGANISATION & RESPONSIBILITIES

Sunfish Services Limited, supplies, installs, commissions and maintains fire detection, emergency lighting, and portable extinguishant systems throughout the United Kingdom. The registered head office of the company is:

84 Commerce Street
Melbourne
Derbyshire
DE73 1FT

Each employee is responsible for their own health and safety and must be conscious of the risk to themselves, their colleagues, client representatives and to the general public in all aspects of their work. The priority, at all times, must be safety before commercial concerns. Any accidents or safety concerns must be reported to the relevant field manager. Company requirements and standards in this regard are communicated to employees.

All accidents and incidents are to be reported to the employees' immediate line manager for investigation. The Company will actively encourage employee involvement in all aspects of health and safety

MANAGING DIRECTOR

Is accountable for the overall Company health and safety performance and the establishment and effective application of health and safety systems and procedures. He may delegate responsibilities to other staff as necessary, but will retain ultimate responsibility for:-

- Effective implementation of Company standards, and legal compliance.
- Ensuring the promotion of all health and safety matters throughout the Company and the emphasis on safe working.
- Provision and planning for suitable budgetary provision for health and safety.

SERVICE & OPERATIONS MANAGEMENT

Service and Operations Managers are accountable for the health and safety performance within their own areas of responsibility. These include:-

- Ensuring that they understand the requirements of relevant health and safety legislation
- Ensuring adequate provisions for health and safety and safe work methods are considered at the tender and planning stage of any project or contract
- Ensuring that all staff training needs are identified and addressed
- Communication of key health and safety requirements to staff, contractors and visitors and ensure awareness of their responsibilities with regard to health and safety
- Communication to relevant individuals information supplied to the Company about hazards relating to any project, site or substance
- Investigating all accidents, near misses, potential accidents and incidents, and passing on the reports of same
- Advising the appointed Health and Safety Advisor of all visits from the Health and Safety Executive and Environmental Health Departments

EMPLOYEES

Are responsible for ensuring the safety of themselves, their colleagues and others who may be affected by their undertaking. They must ensure that they:

- Are familiar with the requirements of this Policy Statement & Arrangements.
- Consider the health and safety aspects before the commencement of any work
- Recording significant risks in a risk assessment
- Report any failure in the safety procedure or any hazard likely to cause harm
- Report all accidents, incidents and near misses (i.e. where injury has not resulted on this occasion) to their immediate manager
- Comply with all reasonable instructions given to them by Senior Managers / Line Managers
- Are fully aware of the correct action to take in the event fire or emergency at their place of work (particularly on client sites, where procedures may be unfamiliar)
- Complete their duty to ensure that PPE is maintained in good condition and utilised where necessary.

APPOINTED HEALTH AND SAFETY ADVISOR

The role of the Company Health and Safety Advisor is held by Enviro Safety Partnership of The Barns, Jawbone Lane, Kings Newton, Melbourne, Derbyshire, DE73 1BW.

Telephone: (08453) 509175;

E-mail: info@envirosafety.co.uk

Our nominated consultant is Mr. Simon Pearce MIEMA FIOSH RSP.

Who will provide advice, information and support to Sunfish Services and encourage safe practices whilst improving health and safety performance. In particular, they will:

- Identify positive measures to raise the level of health and safety awareness within the organisation
- Liase with the Health and Safety Executive, local authorities, and any other outside organisation which may influence the health and safety of the organisation
- Provide training support for all health, safety, fire and environmental protection matters

Main Hazards

Below are listed the main hazards identified within the normal scope of work & environments within which Sunfish Services Limited are actively employed. This list is not intended to be exhaustive or prioritised, but indicative of those hazards most likely to be encountered by a typical employee.

Lone Working

The definition of working alone is where a proportion of a person's time is spent in situations where there is no close or frequent contact with other workers or supervisors.

Managers will identify members of staff who are at risk from working alone as part of the general risk assessment and will then ensure that suitable controls are in place to reduce the risk to an acceptable level. Levels of risk will continue to be periodically monitored for staff working in lone situations and control measures reviewed.

All members of staff should ensure they follow the procedures for working alone to protect theirs or other staff member's safety.

Electricity

All electrical work will be carried out in accordance with the Electricity at Work Regulations 1989 and BS7671.

On third party sites, every effort shall be made by the engineer to ensure that the supply to any product or control panel being commissioned/investigated is isolated & made dead prior to commencing work. Only in exceptional circumstances shall work be carried out on or near to any live conductor whereby

- It is unreasonable in ALL circumstances for it to be dead AND
- It is reasonable in ALL circumstances for the engineer to be at work on or near to whilst live AND
- Suitable precautions (including the provision of PPE) are taken to prevent injury.

Where clients and sites implement safe systems of working such as "Controlled Access" and "Permit to Work", field service engineers will fully comply with documented control measures. In the absence of such, a risk assessment/evaluation shall be carried out by the engineer prior to commencement of any activity.

Portable electrical appliances used on construction sites will be battery operated if possible. If not, our next preference is to use 110V or lower. Transformers will be 240/110V type with the centre tapped to earth. The 240V supply lead will be kept as short as possible to minimise the potential exposure to higher voltages.

Personnel are individually responsible for ensuring that they use only properly tested equipment.

Fixed electrical installations will be subject to a programme of regular maintenance and a five-yearly inspection. Full records will be maintained.

Working at Height

The client on site generally provides access to heights over three metres. Occasionally, site work requires us to use hired scaffold towers or mobile aluminium towers. These will always be erected, and inspected by a competent person. A record of inspection will be kept. Each tower must be inspected daily by the user prior to work commencing.

Wherever possible, alternatives to the use of ladders will be sought. Where this is impractical, ladders or stepladders may be used. Ladders will be secured to permanent structure at the top, if this is not possible then the ladder will be "footed" at all times. All ladders will be used at an angle of 75° to the ground (a ratio of 1:4).

Ladders and steps carried by service engineers are visually self-inspected, with verification checks by Senior Engineers.

Plant and Machinery

All machines and machine tools will be fitted with appropriate guards and safety devices. All machines will only be operated by competent persons who have been instructed in their use and have a duty to ensure that all safety devices are in position and properly used.

All mechanical and electrical equipment and systems will be maintained in accordance with the manufacturer's recommendations. All maintenance will be carried out only after an appropriate risk assessment has been completed and the significant risks reduced to an acceptable level.

Substances Hazardous To Health

Any substances identified as potentially hazardous to health will be subject to an assessment as required under the Control of Substances Hazardous to Health Regulations ('COSHH'), and a material safety data sheet ('MSDS') will be retained. This assessment will be made available to any employee likely to be exposed. Specific necessary training and instruction will be given as appropriate.

Transport

All company vehicles will be maintained in good order by means of user inspection and regular servicing. Drivers are responsible for reporting all defects and carrying out simple running checks. Drivers are also responsible for their own safety and that of other road users and, as such, must drive in a safe and considerate manner.

Noise

Noise assessments will be made as required by the Noise at Work Regulations 1989, when high levels are suspected and reported. The aim is to minimise noise at source. Details and instructions for hearing protection will be given to employees as required. Ear defenders are issued to all field based employees, for use when necessary and as directed by site environment & working conditions.

Manual Handling

Risk assessments will be made of significant manual handling operations, and suitable control measures implemented. Wherever possible the need for manual handling will be avoided or, if this is not possible, alternative methods will be considered to reduce the potential risk to individuals.

Information, instruction and training will be provided as necessary to exposed individuals.

Third-Party Sites - Risk & Control Measures

All activities with significant hazards will have a risk assessment completed for that activity.

A variety of risks are possible when working on others' sites. Before any work commences, field based personnel shall refer to the current version of Generic Risk Assessment and method statements, and ensure that all potential hazards existing on site are identified and that the necessary control measures are in place to reduce any risk to a reasonable practicable level. For instances whereby additional or previously undocumented risks & hazards are identified, a formal (paper based) site specific risk assessment will be carried out before work commences.

When work has concluded, the specific risk assessment will be retained within the contract file(s) for future use / reference.

Asbestos

On sites, we comply with the Control of Asbestos at Work Regulations when asbestos is suspected or known to be in any material to be handled by Company employees.

No work must be undertaken until a sample has been analysed.

Following the results of such an analysis, an assessment will be made to determine the degree of risk to which employees and others may be exposed. It will be the usual practice to engage licensed contractors to deal with any asbestos material.

CDM

Within the definitions of the Construction (Design and Management) Regulations, Sunfish Services are typically employed as a 'Contractor', and is therefore responsible to the 'Main Contractor' and 'Planning Supervisor' for health and safety matters.

Where Sunfish Services fulfils any other role, specialist guidance will be obtained from the appointed Health and Safety Adviser.

Fire And Emergency Arrangements

In the event of a fire or emergency at any client premises, the field employee will follow the client's instructions for safe evacuation.

Personal Protective Equipment

Personal Protective Equipment ('PPE') is always to be considered as the last line option used for work safety, as it does not eliminate the hazard. As such, all efforts will be made to provide other methods of eliminating or controlling the hazard before personal protective equipment is used.

Personal Protective Equipment will be supplied and replaced as necessary, by the employer at no cost to the employee. The precise requirements will vary between different work areas and our risk assessments will determine the appropriate equipment required for each area and the appropriate equipment supplied.

OCCUPATIONAL HEALTH

First Aid

Field service engineers carry first aid kits, and may use client first aid facilities as necessary. Specific client requirements to have first aid trained personnel will be satisfied as the need arises.

New And Expectant Mothers

The Company will ensure that new or expectant mothers are afforded every consideration and facility. This will include:

- Specific risk assessment of the work of new and expectant mothers and taking appropriate measures as a result, including the variation of working hours or conditions where reasonable to do so and effective against the risks, up to suspension from work if necessary.
- Suspension of new and expectant mothers from night work if considered necessary or upon production of a medical certificate.
- Suitable facilities for any working pregnant women or nursing mothers to rest.
- Consideration with regard to any manual handling operations, work with chemicals, or potentially stressful work.
- Relevant advice and information with regard to potential or perceived hazards presented by the work place.
- The above considerations may only be given upon receipt of a suitable written notification from the employee that she is pregnant, breastfeeding or has given birth within the preceding six months.
- The employee retains the right to alternative work and remuneration under the Trade Union Reform and Employment Rights Act 1993.

Young Persons

The Company will ensure that a specific risk assessment is made of where young persons (> 18 years) are at work, to identify risks to their health or safety that result from their lack of experience, awareness of risks, or lack of maturity. Significant findings of such risk assessments will be brought to the attention of parents / guardians by the responsible operations or departmental manager .

In particular, young persons will not be employed to do work beyond their physical or psychological capacity, or which involves:

- Harmful exposure to toxic, carcinogenic or other chronic agents of harm to human health
- Harmful exposure to radiation
- Risks of accidents which it can reasonably be assumed cannot be recognised or avoided by young persons because of lack of experience or training, or because of their insufficient attention to safety
- A risk to health from extreme heat or cold, noise or vibration

Contractors

All contractors must meet the requirements of a Contractor questionnaire. This document is part of the Company internal quality assurance approval, and seeks to establish the competency of the contractor prior to appointment both technically and with regard to health and safety.

Successful assessment enables the contractor to be placed on an approved contractor list.

Safety related subjects that the contractor will be measured against are as follows:

- A suitable health and safety policy statement
 - Method statements for the works to be carried out
 - Appropriate risk assessments
 - Public liability insurance (sum insured to be not less than five million pounds –)
 - Relevant training records
 - Access to competent safety advice
 - Equipment inspection and test certificates
 - Appropriate waste disposal methods
 - Accident records
 - Agreement to carry out safety meetings
 - Regular inspections of worksite
-

Monitoring, Management & Communication

Performance

Health and Safety performance is reactively monitored with all accidents or incidents, regardless of personal injury being sustained, reported & documented within the Accident book BI510 located at Sunfish Services Head Office. Reports are used for investigations by line managers to prevent re-occurrences.

All involved parties will be included in the investigation and a "no blame" system operated to ensure that the true cause of the incident is identified.

The Managing Director will fulfil the reporting requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations ('RIDDOR').

Health & Safety Training

All new employees (including temporary employees and agency staff) will undergo a Company Safety Induction. This induction will provide the employee with the basic safety knowledge required to commence work and will include:

- Actions to take in the event of a fire or emergency
- How to obtain First Aid assistance
- Their responsibilities with regard to health and safety
- The method of reporting any accident/incident
- The requirements for wearing Personal Protective Equipment
- Information on specific significant hazards in their workplace

The level of training required for a particular job function is included in risk assessments, and each line manager will ensure that all staff, engineers and operatives receive the appropriate training before their roles, function or environment change.

Worker Consultation

The Company undertakes to comply fully with the Safety Representatives and Safety Committees Regulations 1977 and the Health and Safety (Consultation with Employees) Regulations 1996.

Purchasing Policy

The Company will ensure through its purchasing policies that products, plant, equipment and services acquired will be safe for its employees.

These policies will include:

- The selection of suitable products that present low material or chemical hazard.
- The selection of plant and equipment that complies with statutory requirements and has been assessed for suitability taking into consideration:
 - EN/CE and other relevant design and manufacture standards
 - Relevant consideration for the nature of the work to be carried out
 - Relevant consideration for the work area or location, and the capabilities of the persons that will be required to operate such plant and equipment.

The selection of competent contract suppliers through a selection process (included in these arrangements) leading to inclusion in a list of preferred contractors.

Design Safety

All equipment manufactured and supplied by the company will comply with the Provision of Work Equipment Regulations. Use of equipment is considered in a risk assessment at the design stage to ensure that no part will present unnecessary risks to the operators, installers or maintainers during operation.

Consideration will be given to the safety design aspects of all equipment, plant and systems that may be supplied for the use of Company employees or others acting on behalf of the Company before supply. All relevant safety and operating information will be made available to operators prior to use.

APPENDIX A

This matrix is a reference and guide, and it does not provide a definitive statement on the level of risk and should not be relied upon as such.

Risk Rating Details and Calculation Matrix

Likelihood Rating and Definitions

Rating = 1 Very unlikely - e.g. the likelihood that someone will fall down a manhole with a properly fitted, intact cover.

Rating = 2 Unlikely

Rating = 3 Possible - e.g. the likelihood that a person will fall down an open manhole cover protected only by a flimsy barrier.

Rating = 4 Likely

Rating = 5 Very likely - e.g. the likelihood that someone will fall down an open manhole which has no barrier and no signs.

Severity Rating and Definitions

Rating = 1 No injury or illness (a 'near miss')

Rating = 2 First aid injury

Rating = 3 Over three-day injury - hospital treatment and/or absence or illness

Rating = 4 Major injury or illness

Rating = 5 Fatality, disabling injury or specified industrial disease

Likelihood x Severity = Risk	1	2	3	4	5
1	1	2	3	4	5
2	2	4	6	8	10
3	3	6	9	12	15
4	4	8	12	16	20
5	5	10	15	20	25

	Negligible Risk - monitor only
	Low Risk - action should be taken to maintain current status
	Medium Risk - action required to maintain status, but additional activity may be required to reduce risk
	High Risk - action required to reduce risk
	Very High Risk - immediate action required to reduce risk or cease activity